



**OFFICE OF THE CHIEF PROCUREMENT OFFICER  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO  
767357

Advantage Microfilm Services Inc  
630 Joseph St  
Lake In The Hills IL 60156

DATE  
8/28/2013  
F.O.B. POINT

PURCHASE ORDER NO.  
**186152 - 000- OP**  
REQUISITION NO.  
00106474 OR

COOK COUNTY FEIN: 36-6006541  
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04  
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

**SHIP TO** Clerk of the Circuit Court - M.I.S.  
Richard J. Daley Center  
55 W. Washington Street RM CL-27  
Chicago IL 60602-3002

**DELIVERY INSTRUCTIONS**

69 W. WASHINGTON, ROOM 2500  
TONY VAINIKOS, 312-603-7785

DEPT NO

5290567

Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	MISCELLANEOUS PROFESSIONAL SERVICES PREVENTATIVE MAINTENANCE (BREAK FIX) INCLUDING TECHNICAL SUPPORT FOR THE FOLLOWING KODAK SCANNERS: KODAK 1780 SCANNER: 5 UNITS MAINTENANCE (BREAK FIX) SHALL INCLUDE ALL PARTS, LABOR AND ALL TRAVEL EXPENSES, INCLUDING COMPLETE CLEANING OF ALL SCANNERS (INSIDE AND OUTSIDE). PREVENTATIVE MAINTENANCE SHALL BE PERFORMED ON A MONTHLY BASIS COORDINATED WITH A CLERK OF THE CIRCUIT COURT M.I.S. DIVISION DESIGNATED EMPLOYEE. PREVENTATIVE MAINTENANCE SHALL BE CONDUCTED ACCORDING TO KODAK MANUFACTURER'S SCHEDULE AND SERVICE TIMETABLE. RESPONSE TIME SHALL BE NEXT BUSINESS DAY DURING NORMAL BUSINESS HOURS: 8:00 AM UNTIL 5:00 PM (MONDAY THROUGH FRIDAY, EXCLUDING CLERK OF THE CIRCUIT COURT HOLIDAYS MAINTENANCE SHALL BE CONDUCTED ON PREMISES. IF UNIT NEEDS TO BE SERVICED OFF-SITE, THEN VENDOR WILL BE REQUIRED TO REPLACE WITH A AUNIT OF EQUAL OPERATIONAL/FUNCTIONAL VALUE UNTIL ORIGINAL UNIT IS SERVICED.	12.00 MO	1,500.0000	18,000.00	5290567.540180
2.00	Maintenance KODAK 1610 SCANNER: 2 UNITS MAINTENANCE (BREAK FIX) SHALL INCLUDE ALL PARTS, LABOR AND ALL TRAVEL EXPENSES, INCLUDING COMPLETE CLEANING OF ALL SCANNERS (INSIDE AND OUTSIDE). PREVENTATIVE MAINTENANCE SHALL BE PERFORMED ON A MONTHLY BASIS COORDINATED WITH A CLERK OF THE CIRCUIT COURT M.I.S. DIVISION DESIGNATED EMPLOYEE. PREVENTATIVE MAINTENANCE SHALL BE CONDUCTED ACCORDING TO KODAK MANUFACTURER'S SCHEDULE	12.00 MO	200.0000	2,400.00	5290567.540180

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

I hereby certify that I have received the goods/services reflected above and that the  
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this purchase is in agreement with the requisition  
on file authorizing the expenditure and is properly approved.  
**CHIEF PROCUREMENT OFFICER** Date: \_\_\_\_\_

*John G. M.* 9 Sept 2013  
*ckh* *EJ*



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LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
3.00	AND SERVICE TIMETABLE. RESPONSE TIME SHALL BE NEXT BUSINESS DAY DURING NORMAL BUSINESS HOURS: 8:00 AM UNTIL 5:00 PM (MONDAY THROUGH FRIDAY, EXCLUDING CLERK OF THE CIRCUIT COURT HOLIDAYS) MAINTENANCE SHALL BE CONDUCTED ON PREMISES. IF UNIT NEEDS TO BE SERVICED OFF-SITE, THEN VENDOR WILL BE REQUIRED TO REPLACE UNIT WITH A UNIT OF EQUAL OPERATION/FUNCTIONAL VALUE UNTIL ORIGINAL UNIT IS SERVICED.  Maintenance KODAK I6400 SCANNER: 1 UNIT MAINTENANCE (BREAK FIX) SHALL INCLUDE ALL PARTS, LABOR AND ALL TRAVEL EXPENSES, INCLUDING COMPLETE CLEANING OF ALL SCANNERS (INSIDE AND OUTSIDE). PREVENTATIVE MAINTENANCE SHALL BE PERFORMED ON A MONTHLY BASIS COORDINATED WITH A CLERK OF THE CIRCUIT COURT M.I.S. DIVISION DESIGNATED EMPLOYEE. PREVENTATIVE MAINTENANCE SHALL BE CONDUCTED ACCORDING TO KODAK MANUFACTURER'S SCHEDULE AND SERVICE TIMETABLE. RESPONSE TIME SHALL BE NEXT BUSINESS DAY DURING NORMAL BUSINESS HOURS: 8:00 AM UNTIL 5:00 PM (MONDAY THROUGH FRIDAY, EXCLUDING CLERK OF THE CIRCUIT COURT HOLIDAYS) MAINTENANCE SHALL BE CONDUCTED ON PREMISES. IF UNIT NEEDS TO BE SERVICED OFF-SITE, THEN VENDOR WILL BE REQUIRED TO REPLACE UNIT WITH A UNIT OF EQUAL OPERATIONAL VALUE UNTIL ORIGINAL UNIT IS SERVICED. ALL EIGHT (8) KODAK SCANNERS ARE LOCATED AT THE RICHARD J. DALEY CENTER. 50 W. WASHINGTON, 8 TH & 12TH FLOORS, INCLUDING ONE(1) UNIT AT 69 W. WASHINGTON, ROOM 2500. CHICAGO, ILLINOIS 60602. CONTRACT PERIOD SHALL COMMENCE ON DATE OF EXECUTION OF PURCHASE ORDER.  REQ# 25290054.	12.00 MO	100.0000	1,200.00	5290567.540180
***** Total Order *****				21,600.00	